

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

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|-----------------------------|---|
| <b>CONTRACT NO.:</b>        | <b>TBD</b>  |
| <b>CAPTION:</b>             | Independent Organizational Assessment and Consulting Services |
| <b>PROPOSED CONTRACTOR:</b> | Police Executive Research Forum (PERF)                        |
| <b>PROGRAM AGENCY:</b>      | Metropolitan Police Department (MPD)                          |

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

**2. MINIMUM NEED:**

The Office of Contracting and Procurement, on behalf of the District of Columbia Metropolitan Police Department (MPD) seeks a contract award to Police Executive Research Forum (PERF) for professional services to include but not limited to cultural assessments, management consulting services, training program technical support, equity in procedural justice for MPD and non MPD members including community engagement.

More specifically, the role of the contractor is for the vendor to leverage their past organizational expertise in justice and equity, proprietary methodologies to provide assessment and consulting services in an effort to maximize positive outcomes in District of Columbia policing and improve internal relations within the agency. The contractor's data sets, industry recognized reputation, proprietary curriculum, and creativity are aligned with the outcomes and goals for the MPD agency.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price shall not exceed the sum of \$440,000.00 for the specialized professional services. The estimated price can not be fully anticipated as a result of the mission required under the scope which includes agency internal assessment, data collection, data analysis, management recommendations, presentation of results, and consulting.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- The MPD agency is the primary law enforcement agency in the national capital serving 700,000+ residents. The District seeks a qualified and competent contractor with extensive experience in cultural assessments, organization assessments, superior reputation with results driven by data and research. The PERF firm possesses the necessary skills, staffing and access to resources to supply the District with the needed comprehensive professional services.
- The contractor has the required methodology and capacity sought by MPD for the deployment of a large-scale organizational assessment in the area of justice, equity, public safety performance metrics, along with the implementation of the PERF's widely applied best practices. The vendor's reputation, proven results and widely used applied and recognized resources are exclusive to the PERF.
- The contractor has been recognized to provide national-level technical assistance for local, state, and federal law enforcement agencies due to the length and scope of work performed. Often these areas have been in critical issues facing law enforcement on cutting-edge policies, practices and innovations in the field.

Therefore, it is in the District's best interest to issue a sole source contract to the proposed contractor to support the MPD in its efforts in organizational improvements, procedural justice analysis, and community engagement by a contractor who can meet the project timelines and scope.

**5. CERTIFICATION BY AGENCY**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Interim Chief  
Metropolitan Police Department

\_\_\_\_\_  
Date

**6. CERTIFICATION BY CONTRACTING OFFICER :**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract will be published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Margaret Desper  
Contracting Officer

\_\_\_\_\_  
Date

**CERTIFICATION BY CONTRACTING OFFICER**

\_\_\_\_\_  
Yvonne Howerton  
Sr. Contracting Officer

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

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George A. Schutter, III  
Chief Procurement Officer

\_\_\_\_\_  
Date